



Pacelli Catholic Schools

1301 Maria Drive
Stevens Point, WI 54481
pacellicatholicschools.com
p: 715.341.2445

FOLLOW US ON SOCIAL MEDIA



PARENTAL RESPONSIBILITIES

With the child's safety and wellbeing in mind, it is important that the parent complete the application/emergency form and adhere to the instructions given. Following are important regulations regarding the use of the before and after school care program:

- Parents **should not** leave children at the care site before the caregiver arrives.
- Children should be escorted directly to the designated care space and checked in on the computer by an adult.
- Parents **should not** take their children from the school site **without first notifying the program staff and checking the child(ren) out.** If a child is not checked out, a charge for the entire daily session will be billed.
- If someone other than yourself is going to pick up your child from after care, you must send a written note to school in the morning. That person must have your passcode to sign the child(ren) out on the computer.
- Parents need to send children with appropriate clothing for outside play. The rules of the school day apply for these programs.

PACELLI CATHOLIC SCHOOLS

BEFORE & AFTER SCHOOL CARE

PACELLI CATHOLIC ELEMENTARY SCHOOL-ST. BRONISLAVA (K-4)
PACELLI CATHOLIC ELEMENTARY SCHOOL-ST. STEPHEN (K-6)

HOURS OF OPERATION

PACELLI CATHOLIC ELEMENTARY SCHOOL-ST. BRONISLAVA

Before Care: 7-7:45am

After Care: 3-5:30pm

PACELLI CATHOLIC ELEMENTARY SCHOOL-ST. STEPHEN

Before Care: 7-7:45am (5th & 6th Grade shuttle to PCMS leaves at 7:20am)

After Care: 3-5:30pm (5th & 6th grade shuttled from PCMS)

FEES

\$4.30/Hour

Fee assessed in 1/4 hour increments.

PROGRAM & PAYMENT PROCEDURES

1. Prepayment and a positive account balance are required for the before and after school care program. Families with past due accounts will not be allowed use of the program until the account is up to date with a positive balance.
2. Statements are sent home weekly from PCES-St. Bron's and biweekly from PCES-St. Steve's. Payments can be turned into the school office or given to your child(ren)'s teacher or care provider. Checks should be made out to PCS and note ext. care in the memo line.
3. The hourly fee is assessed in 1/4 hour increments. In the morning, 3K-4 children are automatically checked out at 7:45am and dismissed to the playground until the bell rings. After school, children are automatically checked in at 3pm. PCMS students are checked out at 7:20am and checked in at 3pm.
4. After care closes promptly at 5:30pm. A late fee of \$2/minute will be assessed. After 2 such incidents, written notice will be given that if late pick-up occurs again, the family will be asked to leave the program.
5. Please send a written note to the school to keep us informed if your child(ren)'s before or after school care schedule changes. You are encouraged to call any time you have a questions or concern about your child.
6. Students are expected to participate in all extended care activities. Children who need special arrangements must notify the school prior to the session(s) to determine if arrangements can be made.
7. There will be a \$10 charge for each time a non-sufficient funds check is returned.

DISCIPLINE

The discipline procedures of the school will carry over into the before and after school care program. Each family receives a copy of the school handbook containing this information.

BEFORE & AFTER SCHOOL CARE

2020-2021 REGISTRATION FORM

Pacelli Catholic Schools offers before and after school care (extended care) for children in our elementary schools and 5th and 6th graders enrolled in Pacelli Catholic Middle School. Extended care is offered at two sites: Pacelli Catholic Elementary School-St. Bronislava (PCES-St. Bron's) and Pacelli Catholic Elementary-St. Stephen (PCES-St. Steve's).

BEFORE & AFTER CARE SITE (select one)

____ Pacelli Catholic Elementary School-St. Bronislava (K-4)

____ Pacelli Catholic Elementary-St. Stephen (K-6)

CHILD(REN) NAME(S)

GRADE

BEFORE CARE

My child(ren) will be attending (select one):

____every day ____occasionally (circle days if known): Mon Tue Wed Thu Fri

AFTER CARE

My child(ren) will be attending (select one):

____every day ____occasionally (circle days if known): Mon Tue Wed Thu Fri

EMERGENCY CARE OR LEAVING CENTER PREMISES

In the event of illness or accident when I cannot be reached, I authorize one of the responsible **local** persons listed on my child(ren)'s current school registration form on file in the school office to be notified by telephone. They are authorized to act in my absence in an emergency situation. These individuals are also authorized to pick up my child(ren) in my absence on any given day that I am unable to pick up my child(ren).

I have read the Pacelli Catholic Schools Before and After School Care information sheet, agree to abide its contents, and have discussed pertinent and appropriate information with my child.

Parent/Guardian Signature _____ **Date** _____

If you wish to have additional information listed in case of an emergency, please indicate here:

Name _____ **Relationship** _____ **Phone** _____

If joint custody is involved, both parents must complete a separate authorized signature form.